

# DUNS Number Guide

## BPN Federal Agency Registration

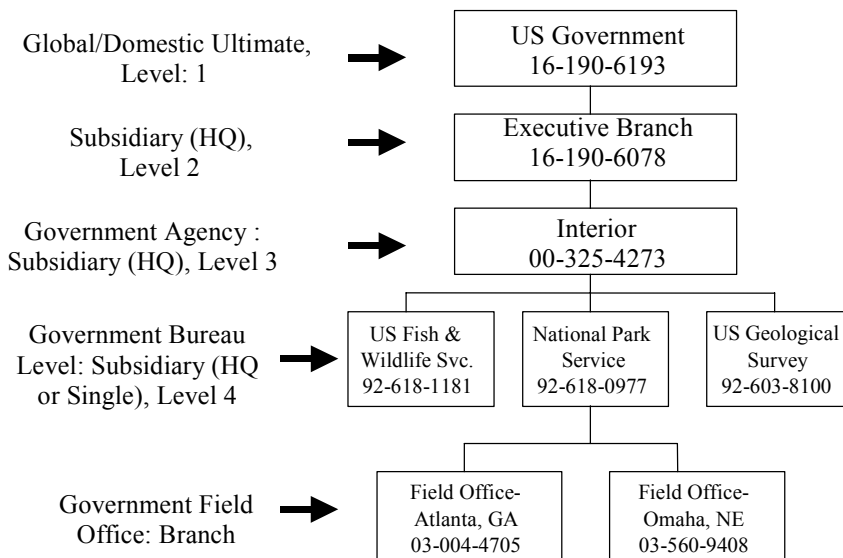


### Data Universal Numbering System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific and division specific. Therefore, each physical location of an entity will have its own DUNS Number. Further, each separate division or branch of an entity will have its own, unique DUNS Number. Through DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch, division or field office.

Assignment of a DUNS number is absolutely **FREE** for all government entities required to register under the OMB Mandate.

- Example of a Government Department's Linkage:



- See the D&B Guide to Working with Family Trees for Agency Registration for more detailed linkage information

## Instructions for DUNS Numbers and D&B Family Trees

### **Step 1: Obtain Tree:**

To see what locations currently have an existing DUNS Number, Agencies should obtain a copy of their D&B tree by calling Dee Marie Davis at (610) 882-7882 or via email at [davisdee@dnb.com](mailto:davisdee@dnb.com)

### **Step 2: Review Tree:**

Once you have your tree, you will need to ensure that every office in your agency is appropriately represented. This means that, as you look at this tree (it will be in the form of an Excel spreadsheet), each buying and selling office within your agency will have a unique DUNS number (i.e. a row to themselves on the spreadsheet) with accurate address and contact information.

### **Step 3:**

#### **Modify/Change Existing Information:**

If you see a change for a particular location, make the change directly in the field and highlight the box that has been changed. E-mail the spreadsheet back to D&B at [davisdee@dnb.com](mailto:davisdee@dnb.com).

#### **Delete Existing Information:**

If a location needs to be deleted, highlight the entire row. Indicate that the location should be deleted by typing "DELETE" in the name field. Also indicate the reason for deletion, such as location closed. E-mail the spreadsheet back to D&B at [davisdee@dnb.com](mailto:davisdee@dnb.com).

#### **Add New Locations – U.S./Domestic Only:**

If you need to add new locations within the U.S. (i.e. obtain a new DUNS Number) to your tree, Please call the government dedicated, **DUNS Number self-request line at 1-866-705-5711**. The Customer Service Representative can create the DUNS over the phone for one-off additions. For bulk processing you can ask to email a list (any format such as Excel, Word, etc.) to Vera Houston ([houstonv@dnb.com](mailto:houstonv@dnb.com)). If you are adding a new location (i.e. field office or bureau) you will need to provide the following information:

- Legal Name
- Tradestyle, doing business as (dba), or other name in which your entity is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if different)
- Telephone Number
- Contact Name
- SIC Code (Line of Business such as U.S. Government-Transportation)
- Number of Employees at your location (if available)
- Headquarters name and address [Reporting relationship within your entity (i.e. Office of Justice Programs reports to U.S. Department of Justice)]

**Add New Locations – Foreign Only:**

If you need to add new foreign locations (i.e. obtain a new DUNS Number) to your tree, please call Dee Marie Davis at (610) 882-7882 or email at [davisdee@dnb.com](mailto:davisdee@dnb.com). Dee Marie can complete bulk requests as well. You will need the same information listed above in the Domestic Adds section. Please note that if you have an APO address, this should be listed within the street address line for the entity record. Our systems will require a City, State and Country as well.

**Obtaining a Revised Tree and the Update Cycle in BPN**

**Revised Tree:** The exact time depends on the number and type of changes but generally takes 5 business days. You can request this from DeeMarie Davis.

**Update in BPN:** Updated information will be available in BPN on a weekly basis. The system will be updated each Tuesday to reflect changes from the prior week (Monday-Friday).

**Any other questions?**

If your question relates to the D&B Family Tree for your agency please contact D&B:

Dee Marie Davis	(610) 882-7882	<a href="mailto:davisdee@dnb.com">davisdee@dnb.com</a>
Shannon Williams	(703) 807-5077	<a href="mailto:williamss3@dnb.com">williamss3@dnb.com</a>

If your question relates to any other Agency Registration issue, training, etc. please contact:

Annette Shinafelt	(703) 872-8627	<a href="mailto:annette.shinafelt@gsa.gov">annette.shinafelt@gsa.gov</a>
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If your question is on using the Federal Agency Registration website or other technical issues on BPN, please contact:

Kris Wollenhaupt	(703) 741-1125	<a href="mailto:kristen.wollenhaupt@us.ibm.com">kristen.wollenhaupt@us.ibm.com</a>
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